

APPENDIX E

INSTRUCTIONS FOR OBTAINING FORMS – DAY CAMPS FOR CHILDREN

Licensed Day Camps for Children are required to use some of the forms listed below to comply with licensing rules. The other forms, while not required by rule, are designed to contain all the information required by the licensing rules and are recommended for use. Spanish, Hmong and Russian translations are available for a number of our forms. Visit the Bureau of Early Care Regulation forms website at <http://dcf.wisconsin.gov/childcare/licensed/Forms.htm>, to access the majority of our forms. If you do not have access to the Internet, or if the form you want is not available on-line, contact your regional licensing office for more information. The Department of Children and Families (DCF) is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, contact the Bureau of Early Care Regulation at (608) 266-9314 (general) or (888) 692-1382 (TTY). For civil rights questions call (608) 266-5335 or (866) 864-4585 (TTY).

<u>FORM TITLE</u>	<u>REQUIRED</u>	<u>FORM NUMBER</u>
Alternate Arrival / Release Agreement – Child Care Centers		DCF-F-CFS0104-E
Applicant / Licensee Rights & Responsibilities		DCF-P-PFS0602
Authorization to Administer Medication – Child Care Centers		DCF-F-CFS0059
Background Information Disclosure	YES	F-82064 (HFS-64)
Caregiver Background Checks – Requirements for Child Care Centers		DCF-P-PFS3064
Caregiver Background Check Substantially Related Investigation Report		CFS-2261
Child Record Checklist – Day Camps for Children		DCF-F-2452
Daily Attendance Record – Child Care Centers		DCF-F-2438
Child Care Enrollment		DCF-F-CFS0062
Counselor-to-Child Ratio While Swimming Worksheet – Day Camps for Children		DCF-F-2455
Counselor-to-Child Ratio Worksheet – Day Camps for Children		DCF-F-2424
Day Care Immunization Record		F-44192 (DPH-4192)
Field Trip or Other Activity Notification / Permission – Child Care Centers		DCF-F-CFS0058
Incident Report – Child Care Centers		DCF-F CFS0055
Health History and Emergency Care Plan	YES	DCF-F-CFS2345
Informed Consent for Observation or Testing by an Outside Agcy – Child Care Ctrs		DCF-F-CFS0057-E
It Shouldn't Hurt to Be a Child. . .but Sometimes It Does		DCF-P-PFS0101
Policy Checklist – Day Camps for Children	YES	DCF-F-2409
Pre-Camp Training Documentation – Day Camps for Children		DCF-F-2405
Licensing Checklist – Day Camps for Children	YES	DCF-F-CFS0070
Request for Exception		DCF-F-CFS0297-E
Staff Record Checklist – Day Camps for Children		DCF-F-2453
Staff Record – Child Care Centers		DCF-F-CFS0053
Transportation Permission – Child Care Centers		DCF-F-CFS0056
Vehicle Safety Inspection	YES	DCF-F-CFS0052
Your Guide to Licensed Child Care – Your Summary of the Child Care Rules	YES	DCF-P-2436